



MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM
PUBLIC DRINKING WATER BRANCH
MISSOURI DRINKING WATER PRIMACY FEE REPORT

PLEASE REMIT FEES TO:
DIVISION OF ADMINISTRATIVE SUPPORT
ACCOUNTING PROGRAM
P.O. BOX 477
JEFFERSON CITY, MO 65102

TYPE OF REPORT <input type="checkbox"/> MONTHLY FOR THE PERIOD ENDING ____ / ____ / ____		<input type="checkbox"/> QUARTERLY SEPT. OCT. NOV. ____ DEC. JAN. FEB. ____ MAR. APR. MAY ____ JUNE JULY AUG. ____ FOR THE PERIOD ENDING August 31, ____				<input type="checkbox"/> ANNUAL FOR THE PERIOD ENDING August 31, ____																												
PUBLIC WATER SUPPLY INFORMATION					PUBLIC WATER SUPPLY ID NO.																													
					TELEPHONE NUMBER																													
					COUNTY																													
SERVICE CONNECTION SIZES	A. Number of Active Service Connections Reported (as of Sept. 1)	B. Number of Service Connections Billed	C. Rate Billed (see table below)	D. Total Dollar Amount Billed (B x C)	E. Number of Service Connections Paid	Total Dollar Amount Collected (C x E)																												
Unmetered & Meters Less than or Equal to One Inch						1.																												
Meters Greater than One Inch and Less than or Equal to Two Inches						2.																												
Meters Greater than Two Inches and Less than or Equal to Four Inches						3.																												
Meters Greater than Four Inches						4.																												
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Billing Rates for Unmetered customers and those with meters Less than or Equal to One Inch</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Water System Service Connections</th><th>Annual Fees</th></tr></thead><tbody><tr><td>1 - 1000</td><td>\$3.24</td></tr><tr><td>1001 - 4000</td><td>\$3.00</td></tr><tr><td>4001 - 7000</td><td>\$2.76</td></tr><tr><td>7001 - 10,000</td><td>\$2.40</td></tr><tr><td>10,001 - 20,000</td><td>\$2.16</td></tr><tr><td>20,001 - 35,000</td><td>\$1.92</td></tr><tr><td>35,001 - 50,000</td><td>\$1.56</td></tr><tr><td>50,001 - 100,000</td><td>\$ 1.32</td></tr><tr><td>> 100,000</td><td>\$ 1.08</td></tr></tbody></table></div><div style="width: 45%;"><p>Billing Rates for Customers with Meters Greater than One Inch</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Meter Size</th><th>Fee</th></tr></thead><tbody><tr><td>> 1 inch - ≤ 2 inches</td><td>\$ 7.44</td></tr><tr><td>> 2 inches - ≤ 4 inches</td><td>\$41.16</td></tr><tr><td>> 4 inches</td><td>\$82.44</td></tr></tbody></table></div></div>						Water System Service Connections	Annual Fees	1 - 1000	\$3.24	1001 - 4000	\$3.00	4001 - 7000	\$2.76	7001 - 10,000	\$2.40	10,001 - 20,000	\$2.16	20,001 - 35,000	\$1.92	35,001 - 50,000	\$1.56	50,001 - 100,000	\$ 1.32	> 100,000	\$ 1.08	Meter Size	Fee	> 1 inch - ≤ 2 inches	\$ 7.44	> 2 inches - ≤ 4 inches	\$41.16	> 4 inches	\$82.44	5. TOTAL AMOUNT COLLECTED (SUM BOXES 1-4)
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6. LESS 2% RETAINED FOR COLLECTION (BOX 5 X .02)																																		
7. TOTAL PRIMACY FEES DUE																																		
8. UNDERPAYMENT/OVERPAYMENT FROM PREVIOUS YEAR (CIRCLE ONE)																																		
9. TOTAL PRIMACY FEES PAID TO DNR																																		
<p>Please make check payable to Missouri Department of Natural Resources and send with this report to the address below:</p> <p style="text-align: center;">Missouri Department of Natural Resources DAS Accounting Program P.O. Box 477 Jefferson City, MO 65102</p> <p>If you need to retain a receipt, send a self-addressed, stamped envelope with your payment and we will send you a copy verifying receipt of your payment.</p>																																		
<p>I have personally examined and am familiar with the information submitted in this report. I believe that the above information is true, accurate and complete. I am aware that there are certain penalties for submitting false information.</p>																																		
SIGNATURE		PRINTED NAME		TITLE	DATE																													
FOR OFFICE USE ONLY																																		
ACCOUNTING DISTRIBUTION 0679-780-4462-1194-UFDW		CHECK NUMBER		DATE DEPOSITED																														

MISSOURI PRIMACY FEE REPORT - INSTRUCTION SHEET

Effective September 1, 2006, the Primacy Fee rates have increased. Please see the report for the new rates.

1. Check **TYPE OF REPORT** at top left of form: Are you remitting fees **MONTHLY, QUARTERLY, or ANNUALLY?** Remember that any change in this frequency shall be declared before the beginning of each annual fee period, which runs from September 1st to August 31st.
 - a) Monthly report and payment are due within sixty days following the end of the month reported. The fee would be 1/12th of the annual fee for each connection. The fee rates are all divisible by 12, for simpler calculations.
 - b) Quarterly fees must be submitted within sixty days following the end of each quarter.
 - c) Annual payments may be collected at any time during the fee year; the fees must be submitted within 60 days following collection. Fee year runs from September 1st to August 31st.
2. Enter **PERIOD ENDING** covered by this report at top right of form. The period ending should coincide with type of report.
3. Verify that the system information is correct (system name, address, system ID number) in the top section of the form. If the information is not correct please line through the incorrect information and provide the correct information.
4. The **TOTAL NUMBER OF SERVICE CONNECTIONS IDENTIFIED IN STATE DATABASE** shows the number of connections that was reported to us the previous year.
5. Enter the **TOTAL NUMBER OF SERVICE CONNECTIONS BILLED** for each size meter being billed for this report period. If you do not bill please fill in the total number of each meter size. When a service connection has no customer of record for all or a part of the annual fee period, then no fee shall be collected with respect to that service connection until the billing period during which a customer becomes a customer of record with respect to that service connection.
6. Please fill in the fee rate used in the **RATE BILLED** by following the Water System Service Connections chart. (See enclosed calculation examples.)
7. Calculate the **TOTAL AMOUNT BILLED** by multiplying the **TOTAL NUMBER OF SERVICE CONNECTIONS BILLED** by the **RATE BILLED** column. Fill in the amount in the total amount billed column.
8. In the **TOTAL NUMBER OF SERVICE CONNECTIONS COLLECTED** column put the number of the actual connections that paid.
9. Enter the **TOTAL AMOUNT COLLECTED** during the report period.
10. In the **TOTAL AMOUNT COLLECTED** column add boxes 1, 2, 3, & 4 together and put the total in Box 5 (Total Amount Collected).
11. Multiply the amount in Box 5 (Total Amount Collected) by 2% (.02) to determine the amount that your system must retain as reimbursement for billing, collecting and remitting the primacy fees. Enter this amount in Box 6 (Less 2% for Collection).
12. Subtract the **2% ALLOWANCE** from the **TOTAL AMOUNT COLLECTED**, enter the result in Box 7 - **TOTAL PRIMACY FEES PAID TO DNR**. This is the amount to be submitted to DNR.
13. Please sign and date the bottom of the report.
14. Make your check payable to: DEPARTMENT OF NATURAL RESOURCES and mail it along with the completed report (include PWS ID in the Memo field of the check) to:
Missouri Department of Natural Resources, DAS Accounting Program
P.O. Box 477
Jefferson City, MO 65102
15. If you have any questions, please do not hesitate to contact **Sherry Bell** or **Byron Murray** at 573-751-5331.

MISSOURI DRINKING WATER PRIMACY REPORT - CALCULATION EXAMPLES

Annual fee amounts per connection and meter sizes are shown in the center of the Missouri Drinking Water Primacy Fee Report. The fee categories are based upon the number of connections and sizes of meters served by the water system.

EXAMPLE NO. 1 - Monthly Billing

When billing **monthly**, the annual fee per connection applicable needs to be divided by 12, this will give a monthly fee per connection. The Primacy Fee rates are all divisible by 12.

For example, if your system has 700 service connections that are unmetered or on meters less than or equal to one inch, the annual fee for each connection would be \$3.24. Dividing the annual fee by 12 gives a monthly fee of \$0.27 per connection.

EXAMPLE NO. 2 - Quarterly Billing

When billing **quarterly**, the annual fee per connection applicable needs to be divided by 4, this will give a quarterly fee per connection.

For example, if your system has 700 service connections that are unmetered or on meters less than or equal to one inch, the annual fee for each connection would be \$3.24. Dividing the annual fee by 4 gives a quarterly fee of \$0.81 per quarter per connection.

EXAMPLE NO. 3 - Annual Billing

When billing **annually**, simply use the annual fee applicable to your system shown in the Primacy Fee Report. The fee may be collected and remitted to Department of Natural Resources at any time during the collection year which runs from September 1st to August 31st.

Note: Fees for larger meters are to be calculated in the same manner as the fees for meters of one inch or less, using the fee amounts shown on the Primacy Fee Report form.